

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 6, 1999

ALL-COUNTY LETTER NO. 99-01

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☒ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS

SUBJECT: FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM
QUARTERLY STATISTICAL REPORT

REFERENCE: FNS ADMINISTRATIVE NOTICE 99-03

The purpose of this letter is to transmit the revised FSET Program Quarterly Statistical Report (STAT 40) and the corresponding instructions. The purpose of this report is to collect data on Food Stamp Program applicants and recipients who are involved in the FSET Program. These data elements are used by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) to monitor service levels of the FSET Program.

The two major changes in this revision are in the areas of Registrants, Part A and Deferrals, Part B. FNS no longer requires that data be collected for notices of adverse action or for the various categories of deferrals. Therefore, Line 5 in Part A and the Deferral categories in Part B have been eliminated. Part C, Component Placements, has been expanded to include an education component and various other components which are combined with a drug or alcohol element and is now Part B. Also, an additional column collects the number of participants in each component on October 1 of each federal fiscal year. Parts D and E have no changes and are now Parts C and D.

The enclosed instructions include all changes to the STAT 40 report form. Counties may photocopy the enclosed form and use it for reporting purposes until a warehouse supply is available.

Implementation of the revised STAT 40 report is the first quarter (October 1, 1998 through December 31, 1998) of the 1999 Federal fiscal year. This report is due by the 15th working day of the month following the report quarter. Therefore, this first report is due by January 25, 1999. Please mail the report to:

California Department of Social Services
Data Operations Branch, M.S. 19-81
P. O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 322-9254

If you have any questions regarding completion of the STAT 40, please contact Nguyet Nguyen, Reports Unit at (916) 445-6921. Questions regarding use of FSET funds should be directed to Tony Pyara, Employment Bureau at (916) 657-2630.

Sincerely,

***Original Document Signed By
Bruce Wagstaff on 1/6/99***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachment

c: CWDA

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM QUARTERLY STATISTICAL REPORT

Send one copy of this report to:
California Department of Social Services
Data Operations Branch - M.S. 19-81
P. O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 322-9254

COUNTY		REPORT QUARTER/YEAR		
STATE USE ONLY				
PART A. PROGRAM REGISTRANTS	(1) MONTH 1	(2) MONTH 2	(3) MONTH 3	(4) QUARTER TOTAL
1. Total new work registrants				
2. Number of work registrants deferred from FSET participation				
3. Volunteers who are placed in an FSET component {Quarter total equals Item 5, Column 3}				
4. Mandatory participants who are placed in an FSET component (if applicable, include applicant placements) {Quarter Total equals Item 5, Column 2}				
PART B. COMPONENT PLACEMENTS	(1) Number of Participants on October 1 a/	PLACEMENTS		
		(2) Mandatory Participants b/	(3) Voluntary Participants b/	(4) Quarter Total [sum of Columns (2) & (3)]
5. Total of FSET participants placed in each component category {sum of 5a, 5b, and 5c}				
a. Workfare				
b. Self-initiated Workfare				
c. Total of Education and Training Components {sum of c(1) through c(5a)}				
(1) Job Search				
(2) Job Club				
(3) Vocational Training				
(3a) Vocational Training/Drug or Alcohol Rehabilitation				
(4) OJT				
(4a) OJT/Drug or Alcohol Rehabilitation				
(5) Education				
(5a) Education/Drug or Alcohol Rehabilitation				
PART C. OCTOBER 1 WORK REGISTRATION STATUS	Oct-1			
6. Total number of work registrants on October 1				
7. Total number of work registrants who held a deferral status on October 1				
8. Total number of FSET mandatory participants on October 1 {Difference of 6 and 7}				

PART D: TO BE USED ONLY UPON INSTRUCTION FROM THE DEPARTMENT OF SOCIAL SERVICES

REPORT PREPARED BY:	TELEPHONE	DATE
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a/ Complete this column **only** on each first quarter (Oct.-Dec.) report for each new Federal fiscal year. Please note: persons participating in more than one component are counted in the one component reflecting the highest number of hours.

b/ If a participant is in more than one component, count each component.

INSTRUCTIONS

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) QUARTERLY STATISTICAL REPORT

CONTENT - This quarterly report provides information concerning Food Stamp Program applicants and recipients who are involved in the Food Stamp Employment and Training Program.

PURPOSE - The United States Department of Agriculture, Food and Nutrition Service monitors service levels of the Food Stamp Employment and Training Program and uses data collected through this report. This report is distributed to departmental program managers, the United States Department of Agriculture Food and Nutrition Service, and other interested agencies and individuals.

DUE DATE AND SUBMITTAL Instructions - Each county shall submit a report by the fifteenth working day of the month following the report quarter. Counties should send their report to:

California Department of Social Services
Data Operations Branch/Reports Unit, Mail Station 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 322-9254

DEFINITIONS

Work Registrant: An individual who is required to work register.

Mandatory Participant: A work registrant who is not deferred from FSET participation.

Certified: An individual who is approved to receive food stamps.

Component: A job club/job search, work or training assignment designed to help food stamp participants move promptly into unsubsidized employment.

Placement: A "placement" occurs when a Food Stamp Program applicant/recipient: 1) commences an FSET component, or 2) fails to comply and is either denied Food Stamp Program certification/recertification or is sent a Notice of Action (NOA). Note only NOAs for violating FSET requirements may count as job placements. NOAs sent to persons who either voluntarily quit a job or fail to comply with one or more of the general work registration requirements may not be considered placements.

INSTRUCTIONS

Fill in the information requested at the top and bottom of the report form (county, name, telephone number, and date) and enter the figures required for each item. If there is nothing to report on an item, enter "0"; do not leave any item blank.

When completing this report, it is important to remember that individuals are counted as registrants only once during a Federal fiscal report year (October through September). Also, an individual participant may influence the count of various categories: work registrants, volunteers; and if a change in status occurs, for mandatory participants. In general, if an individual's status does change, that individual would never be subtracted from one count to be added to another. The only exceptions to this are when the County is correcting an earlier assessment or a counting error.

PART A. PROGRAM REGISTRANTS

Enter the sum of columns 1, 2, and 3 in column 4 for each line to obtain the Quarter Totals.

1. **Total new work registrants** – Enter the monthly count of all food stamp applicants who do not qualify for a work registration exemption, plus the monthly count of food stamp recipients who have lost their work registration exemption status during the quarter. This is an unduplicated count. An individual is counted as work registered only once during a Federal fiscal report year. Note that all persons who do not qualify for a work registration exemption must be work registered. This count excludes work registered applicants who were placed in a FSET component at the time of application, but later either were denied eligibility for reasons other than noncompliance with FSET requirements or became exempt prior to Food Stamp certification. Participants who become exempt after certification should not be subtracted from the registrant count.

2. Number of work registrants deferred from FSET participation – Enter the monthly count of work registrants who were deferred from FSET participation during the report quarter. Include ongoing work registered food stamp recipients who become deferred from FSET participation during the quarter. Do not include individuals whose deferral status carried over from a previous quarter. Do not double count individuals who change from one deferral to another during the Federal fiscal year. Do not double count individuals who have had their deferral status reviewed and reaffirmed.
3. Volunteers who are placed in an FSET component – Enter the monthly count of all Food Stamp Program participants who volunteer to be placed in a component. The volunteer should be counted only after he or she commences a specific component. Note that this count may include individuals who are exempt from work registration or deferred from FSET participation. Individuals who are part of the FSET mandatory population and have not been selected by the county for participation, but volunteer to do so, are counted as volunteers. This count also includes individuals who have completed a component, or are participating in a component, who then volunteer to begin a different component. Count volunteers each time they are referred to a component. *Volunteers must be food stamp recipients, but they are not subject to a penalty for noncompliance with FSET requirements.*
4. Mandatory participants who are placed in an FSET component – Enter the monthly count of mandatory FSET participants who are placed in an FSET component (include applicant placements). This is an unduplicated monthly count of placements. In order to be counted, the individual must begin an FSET component. Individuals who are placed in a component, but do not complete the component's requirements, should be included in this count. Individuals who are placed in a component, but later are deferred from participation, should also be included in this count, unless the change in status is due to a County error. When individuals are selected to participate in multiple components, they should be counted once for each component in which they are placed.

PART B. COMPONENT PLACEMENTS

Part B lists all Federally approved FSET components offered by the State and provides quarter totals of all those food stamp applicants/recipients who were placed in each component during the course of the report quarter. Individuals may be selected to participate in more than one component and should be counted once for each component in which they are placed.

Exception in Column 1 (October 1): Persons participating in more than one component are counted in the one component reflecting the highest number of hours.

Column Instructions:

Column 1	Complete the "October 1" column only for each first quarter report (October through December) of each new Federal fiscal report year. Enter the total number of participants on October 1. Persons participating in more than one component are counted in the <u>one</u> component reflecting the highest number of hours. If there are an equal number of hours of participation in two or more components, the county has the discretion as to which component to report the participant.
Column 2	Enter the Mandatory participant counts by component placements. The total count matches the quarter total for Item 4 in PART A.
Column 3	Enter the Voluntary participant counts by component placements. The total count matches the quarter total for Item 3 in PART A.
Column 4	Enter the sum of Mandatory and Voluntary participants. This total is the sum of Columns 2 and 3 for each component.

Item Instructions:

5. Total FSET participants placed in each component – This line is the sum of Items 5a, 5b, and 5c. Enter the count for Mandatory Participants in Column 2 and Voluntary Participants in Column 3.

Items 5a & b	Enter the total number of participants in Workfare and Self-Initiated Workfare, respectively.
Item 5c	Enter the sum of Items c(1) through c(5a).
Items 5c(1) – c(5a)	Enter the total number of participants by component placements. Individuals may be selected to participate in more than one component and should be counted <u>once for each</u> component in which they are placed.

THE FOLLOWING COUNTS, ITEMS 6 THROUGH 8, ARE REPORTED ONLY ON EACH FIRST QUARTER REPORT (OCTOBER THROUGH DECEMBER) OF EVERY NEW FEDERAL FISCAL REPORT YEAR.

PART C. OCTOBER 1 WORK REGISTRATION STATUS

Part C provides the count of Food Stamp Program recipients who were work registered on October 1. It also provides the October 1 count of work registrants who are either deferred from or available for FSET participation. Counts in this part are limited to food stamp recipients registered for work on October 1. They do not include new work registrant counts.

Column Instructions: Complete the "Oct 1" column only on each first quarter report (October through December) of each new Federal fiscal report year.

6. Total number of work registrants on October 1 – Enter the total number of work registrants in the County on October 1.
7. Total number of work registrants who held a deferral status on October 1 – Enter the number of work registrants in the County who held a deferral status on October 1.
8. Total number of mandatory participants on October 1 – Enter the difference of Items 6 and 7.

PART D. TO BE USED ONLY UPON INSTRUCTION FROM THE DEPARTMENT OF SOCIAL SERVICES

This section is reserved for additional information that may be required temporarily or permanently due to a court decision or a change in legislation or regulation. In order to avoid a revision to this form, this section is provided for any unforeseen reporting needs or requirements. If any Items are added under this section, you will be notified by All-County Letter.